FEDS INVESTIGATION WORKSHEET

FEDS ⇨ **PREMISES** ⇨ **CALL** ⇨ **SPECIES** ⇨ **EXAM** ⇨ **12-27B** ⇨ **FEDS**

Referral Control Number: _____

Format: YY ST #### R, where YY is the fiscal year, ST is the state code, #### is a sequential number, and R is your region (or task force)

Example 99NE0001C

FEDS Data Entry Instructions

1. Select the FEDS icon or menu selection. If you do not have an icon for FEDS, or FEDS is not in your menu, click on the MS-DOS icon or menu selection to get to a DOS prompt. Then type *CD \FEDS* and press [Enter]. Then type *FEDS* and press [Enter].

2. From the FEDS opening menu, select *Databases*. From the databases menu, select *Enter Field Investigation*. On the FEDS screen enter the Referral Control Number. Press the [Enter] key to go to the *Premises Information* Section.

FEDS ⇨ **PREMISES** ⇨ **CALL** ⇨ **SPECIES** ⇨ **EXAM** ⇨ **12-27B** ⇨ **FEDS**

PREMISES INFORMATION

Assignment Date: _____   Time: _____

Condition Reported: _____ [F9]   Premises ID _____

Last Name: _____   First Name: _____

Premises Name: _____   Phone: _____

Address: _____   City: _____

County: _____ [F9]   State: ____   Zip: _____

Directions to Premises: _____

Latitude: _____   Longitude: _____

Type of Operation: _____ [F9]

Veterinarian/Clinic: _____   Clinic Phone: _____

Is the animal owner info different than the premises owner info ? _____

Conditions
Spontaneous Abort.
Avian Disease/Death
Excess Acute Death
Encephalitic / CNS
Myiasis / Ascariasis
Mucosal
Pox / Lumpy Skin
Respiratory
Septicemia
Vesicular
Other

Type of Operation
Farm
Ranch
Cow/calf
Dairy
Feedlot
Farrow to Finish
Feeder Pig Finish
Garbage Feeder
Seedstock Producer
Poultry Breeder
Poultry Multiplier
Poultry Layer
Poultry Broiler
Livestock Market
Slaughter Market
Dealer
Game Farm
Veterinary Clinic
Stable
Zoo

3. Enter the premises owner information. Use the [ENTER] or [↓] keys to move to the next field. To move to a previous field, use the [↑] key. Use the [F9] key to activate a menu of allowed selections for *Condition Reported*, *County*, and *Type of Operation* Fields. The [F9] symbol indicates that there is a menu of selections for that field. For other HELP information, press [F1].

4. If the animal owner is different then the premises owner, type *Y*, the animal owner information will be entered on the 12-27B section.

5. After you have entered information in the last field, the message *"Write data to disk (Y/N/Esc)?"* will appear at the bottom of the screen. Press [Y] to save your data, or use the Escape Key, [Esc] to go back and edit your data. After you have saved your data, a blank premises information screen will appear. Press the [F10] to move to the *Call (Investigation)* Section.

INVESTIGATION INFORMATION (CALL)

Investigation Type: [____] **F9**

FADD Code: [____]

Investigation Date: [____]

Investigator: [____]

Investigation Time: [____]

Investigator Phone: [____]

Emergency Programs Contact: [____]

Reason for Investigation: [____] **F9**

History: Clinical History, Epidemiology, etc.

[   ]

Keys: [____] **F9** [____] **F9** [____]

Field Evaluation: [____] **F9**

Quarantine Date: [____]

Differential Diagnosis [____]
[____]
[____]

Laboratory: [____] **F9**

Samples Submitted: [____]

Priority: [____] **F9**

Airbill Number: [____]

Investigation Type
I = Initial Invest
F = Followup Invest

Inv. Reason
Sick Call
Retest
Revisit
Epi
Tracing
Survey
Inspection
Vector Control
Vaccination
Environmental
Testing
Permit
Other

Keys
Foreign Travel
Foreign Visitors
Garbage Feeding
Visitors
Sales
Additions
Vectors
Dead Disposal
Area Spread
Wildlife
Movement
Sales/Fairs/Rodeos
Commercial Carriers

Field Evaluation
Neg - Negative FAD
Sus - Suspect FAD
Pos - Positive FAD

Laboratory
NVSL
FADDL
Other Lab

Priority

1, 2, or 3

6. The investigation types are I for initial investigations, and F for followup investigations. This is a required field. The investigation date is also required. The investigation time is the time when you first entered the premises. Use the military time format.

7. FADD Codes are assigned by EP staff. By entering your code, your name and phone should fill in automatically. To set this feature up, select *Setup* and then *Enter Investigators* from the main FEDS menu. If you don't know your FADD code, just type in your name and phone number.

8. Only enter history and epidemiological findings in the history field. Examination results are entered latter.

9. *Keys* , are summary keywords in the history or epidemiology. Select them from the menu, or enter your own in the third key field.

10. This is a two page screen, use the [Page Up] and [Page Down] keys to move between the screens.

11. The field evaluation is your assessment of this being a foreign animal disease.

12. Enter your most probable diagnosis in the first differential diagnosis field. Enter other differential diagnoses in the other fields.

13. After entering the airbill number review your information to make sure it is complete. Use the [Page Up] and [Page Down] keys to move between the the two screens for this section. The fields for appraisal, depopulation, C&D etc. are used for followup investigations.

14. Once you are through entering the *Call* information, press the [F10] key to move the *Susceptible Species* section. The message *Write data to disk (Y/N/Esc)?"* will appear at the bottom of the screen. Press [Y] to save your data. If you still have a blank CALL screen, press the [F10] key again a second time.

SUSCEPTIBLE SPECIES INFORMATION

Species

Species F9	Description	Total Animals	Number Sick	Date 1st Sick	Number Dead	Date 1st Dead

BOV - Cattle
POR - Swine
EQU - Horses
AVI - Birds, Poultry
OVI - Sheep
CAP - Goats
BIS - Bison
DER - Deer
ELK - Elk
LLA - Llamas
CAN - Dogs
FEL - Cats

15. Enter one susceptible species per record. If no animals were sick or dead, enter "0" in that field. At the end of each record, the message *Write data to disk (Y/N/Esc)?"* **will appear at the bottom of the screen. Press [Y] to save your data. At this point, a blank SPECIES screen will appear. You can now enter information for the next species. An unlimited number of species can be entered, one species per screen. After entering all of the susceptible species, press the [F10] key to move to the** *Exam Information***.**

EXAM INFORMATION

Exam Type
C = Clinical
N = Necropsy
B = Both

Exam Type: [ ] F9   Species: [ ] F9   Number Examined: [ ]

Description: [ ]   Animal ID: [ ]

Body System F9   Description of Findings

Body System
General
Circulatory
Digestive
Lymphatic
Musculoskeletal
Nervous
Respiratory
Reproductive
Skin/Eyes

Urogenital

Comments

16. This section is used for clinical or necropsy exam results. The type of exam is marked in exam type. You can enter an unlimited number of exam records. You can complete a record for each species, each group of a species, or each animal. Additional forms are located at the end of this worksheet. The body system examined is entered in the first field, and the findings are entered in the two lines under the description of findings. After entering the last line of the comments field, the message *Write data to disk (Y/N/Esc)?"* **will appear at the bottom of the screen. Press [Y] to save your data. At this point, a blank EXAM screen will appear. You can now enter the information for the next exam, or press the [F10] key to move to the** *12-27B* **section.**

12-27B INFORMATION (Associated Premises)

Type of Assoc

Premises Number: [ ]   Type of Assoc: [ ] **F9** Trace Type: [ ] **F9**

Last Name: [ ]   First Name: [ ]

Premises Name: [ ]   Phone: [ ]

Address: [ ]   City: [ ]

County: [ ] **F9** State: [ ] Zip: [ ]

Latitude: [ ]   Longitude: [ ]

Comments: Description of Movement, Directions to Adjacent Farms, etc.

[ ]

ADJ	Adjacent
CAR	Carrier
OWN	Animal Owner
IN	Purchases
OUT	Sales
PREM	Multiple Premises
OTHER	Other

Trace Type

Animals
People
Equipment

17. The 12-27B section is used to enter information on adjacent premises, commercial carriers, animal owners (if different then the premises owner), purchases, sales, and multiple premises. An unlimited number of associated premises records can be entered.

18. The Premises number is a sequential number you assign to each premises (starting with 1).

19. The type of association should be entered for every associated premises.

20. The trace type is only entered for sales or purchases. The computer will automatically skip this field for other types.

21. After you have entered the last line of the comments field, the message *Write data to disk (Y/N/Esc)?"* will appear at the bottom of the screen. Press [Y] to save your data. At this point, a blank 12-27B screen will appear. You can now enter the information for the next associated premises. After entering all of your examination results, press the [F10] key to move back to the FEDS screen.

22. After leaving the 12-27B section, you will return to the initial FEDS screen. The premises name should be filled in automatically.

23. To review your information.

From the FEDS data entry screen, to find the referral number for the investigation you want to review by pressing the [F7] or [F8] keys until it appears in the Referral Control Numer field. Do not retype in the number unless you are in FIND mode (Ctrl-F). The [F7] moves backwards through the records, and the [F8] key moves forward through the records.

Option 1: Press the [ENTER] key until the Premises section appears. Use the [F10] key to move the next section. For sections such as the species, exam, and 12-27B sections where you might have multiple records for an investigation, you can use the [F7] and [F8] keys to move to find the other records.

Option 2: To go directly to a section, while at the FEDS data entry screen, hold down the [Alt] key, and then press the [F] key. A menu of the sections will appear. Select the section you want to go to using the arrow keys and press [Enter]. Use the [F10] key to return to the FEDS screen. This only works when editing records.

24. If you are adding an additional species, exam, or 12-27B record, find your investigation as described in #23 above, and move to the section for the information you need to enter. If there is already information on the screen, press the [Ctrl] key and the [N] key at the same time. This should give you a new screen to enter your data (the referral control number should already be filled in).

25. To return to the FEDS menu, press the [F10] key.

Printing a copy of your Investigation

1. From the FEDS menu, select Reports
2. From the Reports Menu, select Investigation Forms
3. Select either sort option
4. Select the investigation you want to print (The menu shows the Referral Number, Date & Type of Investigation).
5. Select the print option. You will not see the report on the screen.

    You can also choose to route the report to a file which can be edited in a word processor. You will be asked to type in a file name. It will be sent to the C:\FEDS directory. When editing in a word processor, you must choose "courier - 10 " for the font.

6. Select Quit to return to the menu.

Electronic transmission of your investigation

1. If it hasn't been done, run the "Initial Setup" for your computer.

    a. This only needs to be done one time. If this has already been done. Go to step 2.
    b. From the menu, select *SETUP*, then select *RUN INITIAL SETUP*
    c. Enter your FADD Code and Name.
    d. Note that this is a different process than entering investigator information.

2. Preparation of the transmission file.

    a. A utility (Prepare transfer files) is used to "zip" up the data files into one transmission file.

        1. From the FEDS menu: select *UTILITIES*, then select *PREPARE TRANSFER FILES*.
        2. Select [OK] to procede.

    b. The file will be placed in the C:\FEDS\ZIP directory, and is given a unique file name based on your FADD code and the date it was produced. (If FEDS is installed on a different drive, they will be placed in the \FEDS\ZIP directory of that drive).

        Example of file naming format: **225GST01.97Z**
            225 = Date the file was produced (February 25)   A = October, B = November, C = December
            GST01 = FADD code
            97 = Year file was produced
            Z = Identifies file as a "Zipped" file

    c. <ins>If you need to rerun the Prepare Transfer Files Utility for an investigation</ins>, You must first run the *FIX SENT FIELD UTILITY* (This is found in the utilities menu). This is necessary because the computer only selects records that haven't been prepared for transmission. By running the FIX SENT UTILITY, you are telling the computer that you need to redo the *Prepare Transfer Files* for your investigation .

    d. To exit the FEDS menu. Press the [F10] key. To exit the DOS window and return to Windows, type EXIT.

3. The transmission file is then sent as an attachment using Lotus Notes

    a. Go into your mailbox
    a. From the Lotus Notes menu, select Create, and then select Memo. (Or click on the new memo button).
    b. Enter the address in the *To:* field as directed by your AVIC or READEO director.
      The EP address for submitting investigations is *FAD.Investigation@usda.gov*
    c. Enter the Referral Control Number in the Subject Line
    d. From the File Menu, select Attach (Or click on the paper clip button)
    e. To find the transmission file
        1. In the file name box, type C:\FEDS\ZIP and press [ENTER]
        2. A list of transmission files should appear
        3. Select the file to be transmitted
            To determine which file was produced last look at the file name to determine the date it was produced. These first three characters of the file name will indicate the month and day the file was produced. The two numbers before the "Z" at the end of the file indicate the year. A file named 312GST01.99Z would have been made on March 12, 1999, a file named 901GST01.98Z would have been produced on Sept 1, 1998. Letters are used to code for October (A), November (B), and December (C). So a file produced on Dec. 3, 1997 by FADD GST01 would have a file name of C03GST01.97Z.
        4. After the transmission file is listed in the filename box, click on the *Create* button.
    f. Click on *Send* button.

EXAM INFORMATION

Exam Type: [____] **F9**   Species: [_____] **F9**   Number Examined: [_____]

Description: [_____]   Animal ID: [_____]

Body System **F9**   Description of Findings

Comments

[_____]

Exam Type: [____] **F9**   Species: [_____] **F9**   Number Examined: [_____]

Description: [_____]   Animal ID: [_____]

Body System **F9**   Description of Findings

Comments

[_____]

12-27B INFORMATION (Associated Premises)

Premises Number: [ ]   Type of Assoc: [ ]   **F9** Trace Type: [ ]   **F9**

Last Name: [ ]   First Name: [ ]

Premises Name: [ ]   Phone: [ ]

Address: [ ]   City: [ ]

County: [ ]   **F9** State: [ ]   Zip: [ ]

Latitude: [ ]   Longitude: [ ]

Comments: Description of Movement, Directions to Adjacent Farms, etc.

[ ]

Type of Assoc

ADJ	Adjacent
CAR	Carrier
OWN	Animal Owner
IN	Purchases
OUT	Sales
PREM	Multiple Premises
OTHER	Other

Trace Type

Animals
People
Equipment

12-27B INFORMATION (Associated Premises)

Premises Number: [ ]   Type of Assoc: [ ]   **F9** Trace Type: [ ]   **F9**

Last Name: [ ]   First Name: [ ]

Premises Name: [ ]   Phone: [ ]

Address: [ ]   City: [ ]

County: [ ]   **F9** State: [ ]   Zip: [ ]

Latitude: [ ]   Longitude: [ ]

Comments: Description of Movement, Directions to Adjacent Farms, etc.

[ ]